



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

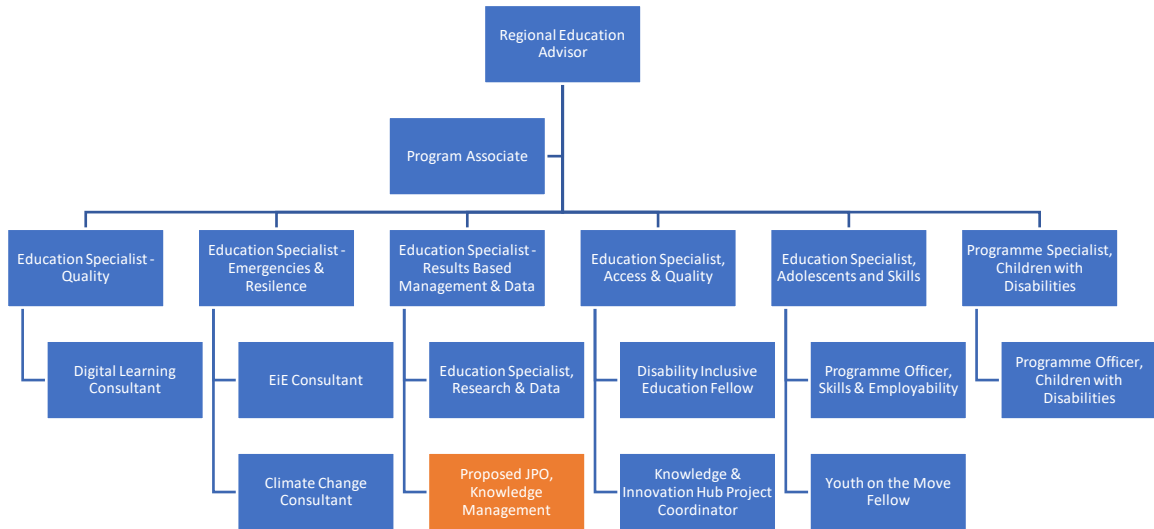
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Workshops and trainings organized as part of the office Staff Development Committee's Learning Plan
- ✓ Access to online courses and tailored learning solutions on UNICEF's AGORA platform
- ✓ Participation in a bimonthly regional Learning Series on key regional education topics with UNICEF colleagues from the 21 countries in the Eastern and Southern Africa (ESA) region
- ✓ Participation in regional network meeting(s) and other regional and sub-regional knowledge-sharing or policy dialogue events
- ✓ Career prospects and potential for retention: The JPO will gain valuable work experience that will make them a strong candidate for a future P2/P3 staff position at UNICEF or other UN agencies. The technical skills and exposure gained in various functional areas in this post (including education, knowledge management, advocacy/communications, and partnerships), as well as across 21 different country contexts in the region and in collaboration with other regional offices, INGO partners, and regional and sub-regional political entities, will be extremely valuable for the JPO's further career prospects.
- ✓ Supervisor's experience in coaching and development of young professionals: The supervisor for the JPO has more than 10 years of staff supervision experience both for lower and middle level staff. The supervisor has extended experience working in education sector analysis and planning, education data analysis, research and evidence generation, and education financing across countries in Africa. The JPO will benefit from working with such an experienced supervisor and learn these skills which will broaden his/her career opportunities.

Information and living condition of Duty station: [For Filed Office locations only]

General Information	Nairobi is the capital of Kenya, the largest city in East Africa, and one of the most prominent cities in Africa politically and financially. A city with abundant green landscapes and a moderate climate, Nairobi is an established hub for business and culture. It is home to thousands of Kenyan businesses and over 100 major international companies and organizations, including the United Nations Environment Programme (UNEP) and the headquarters for the UN in Africa, the United Nations Office in Nairobi (UNON), on which compound UNICEF's offices are located.
Security	The Security Level in Nairobi is classified as Moderate (Level 3) as per the UN security management system in Kenya. Terrorism is one of the security challenges to UN operations in Nairobi. As in other large cities, Nairobi has its share of criminal elements, so staff are advised to exercise caution (i.e., walk in pairs, avoid walking on lonely streets, avoid wearing flashy and/or expensive jewelry, lock their car doors when in traffic, etc.). Kenya's roads are also a significant security threat as road traffic accidents kill more people in Kenya than malaria. There are occasional public demonstrations organized by political parties, students, hawkers, trade union organizations and civil societies.
Housing	Different types of long-term accommodation are available in Nairobi: standalone houses, houses or cottages in gated compounds, and apartments. These could be furnished and/or fully serviced, or unfurnished. A UNICEF "Guide for Newcomers" provides listings of convenient temporary housing options, as well as guidance and links for finding permanent accommodation.
Schools & Childcare	Most children of international staff attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Nairobi which schools your compatriots prefer for their kids.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation.

Reporting line of the JPO



You may use the GJP or use the Specific JD for the below sections



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Knowledge Management Officer
Supervisor Title/ Level: Education Specialist, P-4
Organizational Unit: ESARO
Post Location: Eastern & Southern Africa Regional
Office (Nairobi, Kenya)

Job Level: JPO
Job Profile No.:
Job Classification Level: P-2

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context:

The Education Section at UNICEF's Eastern and Southern Africa Regional Office (ESARO) is seeking donor support for the funding of a JPO position for 2024-2025 that will provide critical support to UNICEF engagement in the AU Year of Education and for knowledge management, advocacy, and communications to advance the regional office's flagship initiative: "Learning and Skills for All Children and Young People." The JPO will strengthen the Education Section's ability to leverage this unique political moment and regional prioritization of education and influence transformative change in the sector, with a particular focus on collaborating with partners to promote foundational learning and increased and more equitable education financing. The JPO will also provide crucial knowledge management support across the diverse thematic areas in education for which ESARO provides guidance, technical support, quality assurance, and programmatic oversight to its 21 country offices, including education in emergencies and fragile contexts, early childhood education, education quality, digital learning, adolescent skills and employability, girls' education, inclusive education, systems strengthening, education data systems, and education financing; this will strongly enhance the dissemination and take-up of best practices and findings from ESAR research, evidence generation activities and regional knowledge-sharing events. Given the regional prioritization of education, the JPO's contribution to advocacy and communications for the section will also enable greater coordination with country offices in this area and greater levels of engagement in the media and with partners to amplify key messages and create a broader

regional movement on this agenda. Overall, the funding of this position will provide much-needed support for the organization's efforts to combat the learning crisis in ESAR and ensure national governments invest sufficiently in education, including ECE, as well as in evidence-based solutions to strengthen foundational learning and skills for all children and adolescents.

Purpose for the job:

Under direct supervisor of the ESARO Education Specialist, RBM/Data (P4), the Knowledge Management Officer will be responsible for the following key functions/accountabilities:

III. Key functions, accountabilities and related duties/tasks:

1. Support the design and implementation of UNICEF activities for the AU Year of Education 2024 as well as follow-up engagement with the AU, government stakeholders, and partners on commitments made
2. Support evidence and knowledge generation in the different streams of work of the Education Section and ensure their sharing, use and management to inform regional and country office education programming
3. Support to advocacy and communications to advance the ESAR regional learning flagship 2022-2025: "Learning and skills for all children and young people"

1. **Support the implementation of UNICEF activities for the AU Year of Education 2024 as well as follow-up engagement with the AU, government stakeholders, and partners**
 - Support organization-wide coordination of activities for the AU Year of Education with UNICEF's two other Africa regional offices, AU liaison office, and Headquarters, including through participation in regular meetings of the UNICEF Transforming Education in Africa (TEiA) Task Force
 - Support the preparation, coordination with partners, and implementation of webinars, in-person policy dialogues, and other events on foundational learning, education financing, ECE, and other topics
 - Support the production and dissemination of knowledge products, including the integration of findings from various UNICEF ESAR research streams and evidence generation activities within them
 - Regularly update the ESAR TEiA Knowledge Management Platform with new developments and resources, including documentation of key activities and prepare written/verbal updates to keep various stakeholders (regional education and advocacy/comms/partnerships colleagues, regional management, country offices, partners, and donors) informed of progress
 - Coordinate with the ESARO Adolescents section on strategies for promoting youth voices and engagement in all activities and with the Partnerships section on engaging partners in activities and as champions of key messages
2. **Support evidence and knowledge generation in the different streams of work of the Education Section and ensure their sharing, use and management to inform regional and country office education programming and advocacy**
 - Support the production of case studies and the development of insights on the work of countries, capture relevant knowledge and lessons learnt and share best practices to inform education programs planning and implementation.
 - Support the development of country profiles including HAC country profiles and regional databases such as education data catalogue, and ensure they are regularly put/shared online and updated
 - Liaise with knowledge institutions/organizations on the latest research and studies on education, extract relevant evidence and knowledge for the region, and ensure that reports/products are broadly disseminated.
 - Review the different ESARO Education Section knowledge management platforms and hubs available, question their usefulness and utilization, recommend and implement appropriate actions for improvement
 - Manage the different ESARO Education Section knowledge management platforms and hubs and work to ensure that they are being used and that major key documents, resources, evidence and knowledge are uploaded.
 - Support the planning, preparation, implementation, and documentation of a biannual Education regional network meeting, and potentially other regional or sub-regional knowledge-sharing events

- Support and ensure, when appropriate, the development and the updating of annual or periodic work planning, reports, presentations, and/or briefing notes for donors and decision-making bodies
- Provide any other relevant support in line with knowledge management that may be required

3. Support to advocacy and communications to advance the ESAR regional learning flagship 2022-2025: “Learning and skills for all children and young people”

- Compile relevant documentation and evidence to feed into regional advocacy and communications materials
- Liaise with ESARO Advocacy/Communications team, as well as AU/SADC focal points, to advance the “Ending Learning Poverty” campaign in 2024 to coincide with the AU Year of Education
- Provide support to and coordinate with country offices on relevant advocacy/communications content, including case studies and human-interest stories, that can be amplified at regional level
- Draft relevant social media posts, blogs, or other articles to highlight UNICEF’s engagement with and related progress on the learning flagship and AU Year of Education.

IV. Impact of Results

The efficient and effective technical, administrative, and operational support provided to the Education Section by the JPO will directly impact on the ability of UNICEF ESARO to promote greater and more equitable investment in early childhood education, foundational learning and skills for all children and adolescents in the region, which is critical to realizing all children’s right to education. This in turn contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable, locally owned and concrete results in improving the survival, development and wellbeing of children in the region.

V. Competencies and level of proficiency required

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: social sciences, development studies, statistics, information and knowledge management, communications, or a related technical field
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required e.g., social development programme planning, information and knowledge management, research and/or evaluation, public advocacy, or another related area.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.